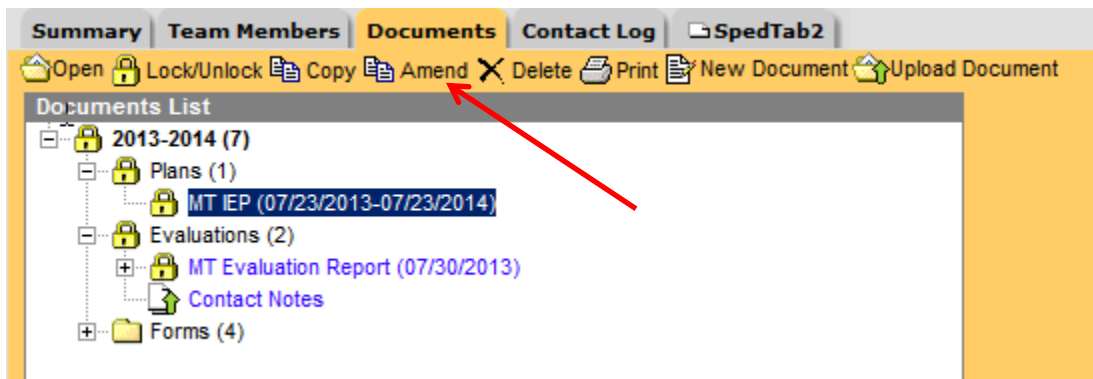
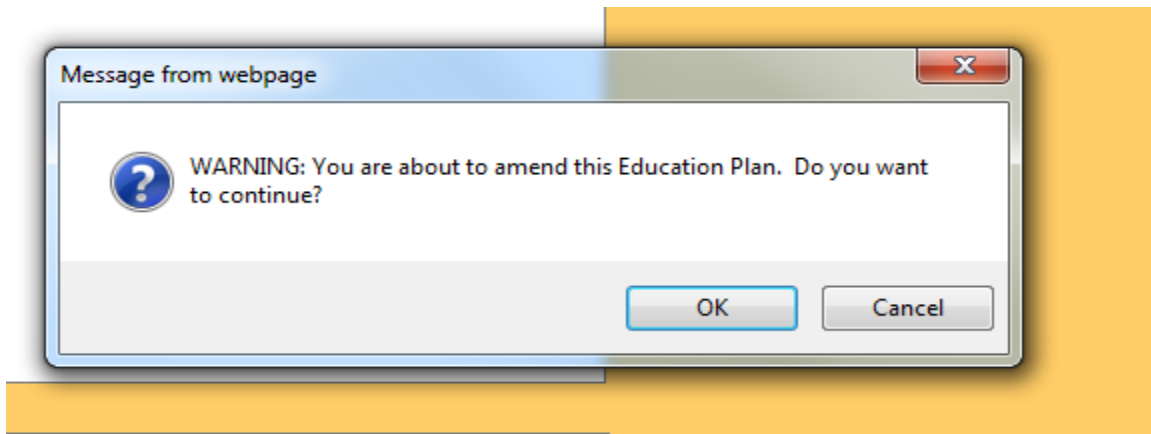


How to Amend an IEP

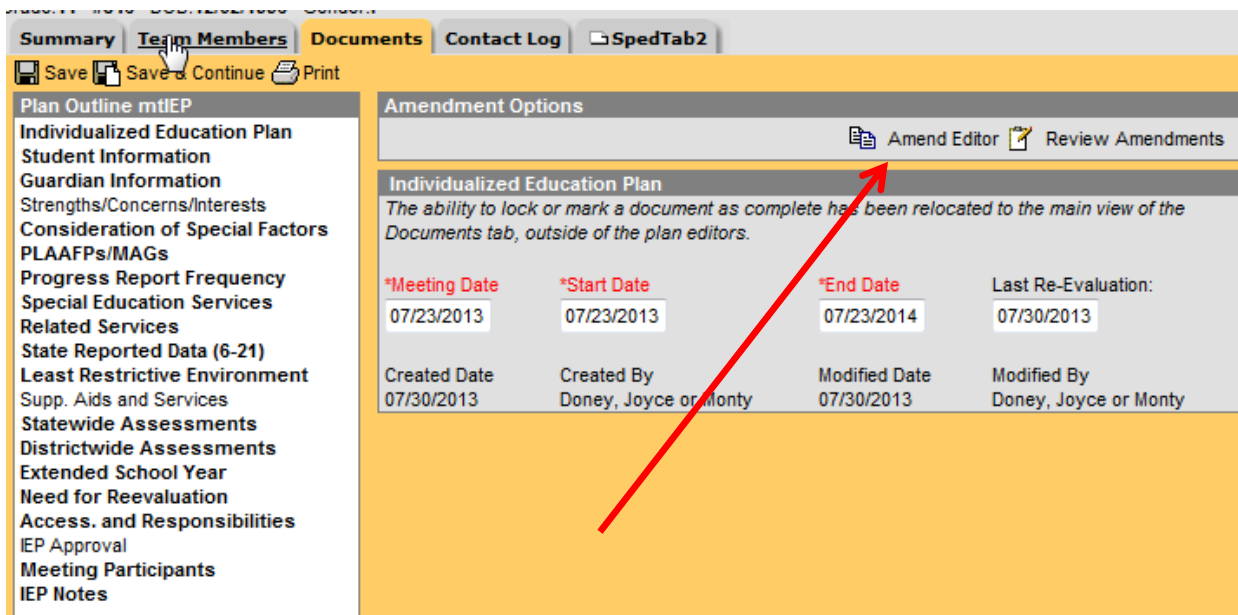
Highlight the IEP you want to amend by clicking once and then click “Amend.”



You will receive a warning:



When you click “OK” this box will open:



Click “Amend Editor” (see above).

Save Save & Continue Print

Plan Outline mtlEP

- Individualized Education Plan
- Student Information
- Guardian Information
- Strengths/Concerns/Interests
- Consideration of Special Factors
- PLAAFPs/MAGs
- Progress Report Frequency
- Special Education Services
- Related Services
- State Reported Data (6-21)
- Least Restrictive Environment
- Supp. Aids and Services
- Statewide Assessments
- Districtwide Assessments
- Extended School Year
- Need for Reevaluation

Amendment Options

*Amendment Reason Review Amendments

Increase reading time

Individualized Education Plan

The ability to lock or mark a document as complete has been relocated to the main view of the Documents tab, outside of the plan editors.

*Meeting Date *Start Date End Date Last Re-Evaluation:

07/23/2013 07/23/2013 07/23/2014 07/30/2013

Created Date Created By Modified Date Modified By

07/30/2013 Doney, Joyce or Monty 07/30/2013 Doney, Joyce or Monty

Type a brief reason for the amendment in the box that opens and then click “Save.”

Do not change any dates in this box. The Meeting Date is the date of the original IEP meeting. Neither the Meeting Date nor the IEP End Date will change. The Start Date of the amendment may be changed as the last step in the amendment process.

Next click on the Plan Outline editor you want to amend, such as Special Education Services. See below. Then click “Amend Editor.”

Amend Editor Review Amendments

Special Education Services

Service Provided	Time	Start Date	End Date
Reading	30	07/23/2013	07/23/2014

In the box that opens type a brief reason for the amendment.

Amend Editor Review Amendments


*Amendment Reason

Increase reading time

Special Education Services

Service Provided	Time	Start Date	End Date
Reading	30	07/23/2013	07/23/2014

Amendment Options

*Amendment Reason  Review Amendments

Increase reading time

Special Education Services

Service Provided	Time	Start Date	End Date
Reading	30	07/23/2013	07/23/2014

Special Education Service Editor

*Service
Reading

*Service Setting
Special Education Setting

*Service Position
Special Education Teacher

Service Provider

Display on Print ☒

*Start Date: 07/23/2013


*End Date: 07/23/2014

*Minutes per week: 150

Next, click on the service to be amended, such as reading. See at left. A box will open that allows you to change reading services information, in this case reading time is increased from 30 minutes to 150. Click "Save."

In the Special Education Services box you can see the minutes have been increased to 150.

Amendment Options

*Amendment Reason  Review Amendments

Increase reading time

Special Education Services

Service Provided	Time	Start Date	End Date
Reading	150	07/23/2013	07/23/2014

Student Information
 Guardian Information
 Strengths/Concerns/Interests
 Consideration of Special Factors
 PLAAFPs/MAGs
 Progress Report Frequency
 Special Education Services
 Related Services
 State Reported Data (6-21)
 Least Restrictive Environment
 Supp. Aids and Services
 Statewide Assessments
 Districtwide Assessments
 Extended School Year
 Need for Reevaluation
 Access. and Responsibilities
 IEP Approval
 Meeting Participants
 IEP Notes

At this point changes may be made to other areas of the IEP, such as Related Services, by selecting from the Plan Outline editor. *For each editor you access, the process to make changes is the same as above: you begin by clicking “Amend Editor” and then type a brief explanation in the box that opens.*

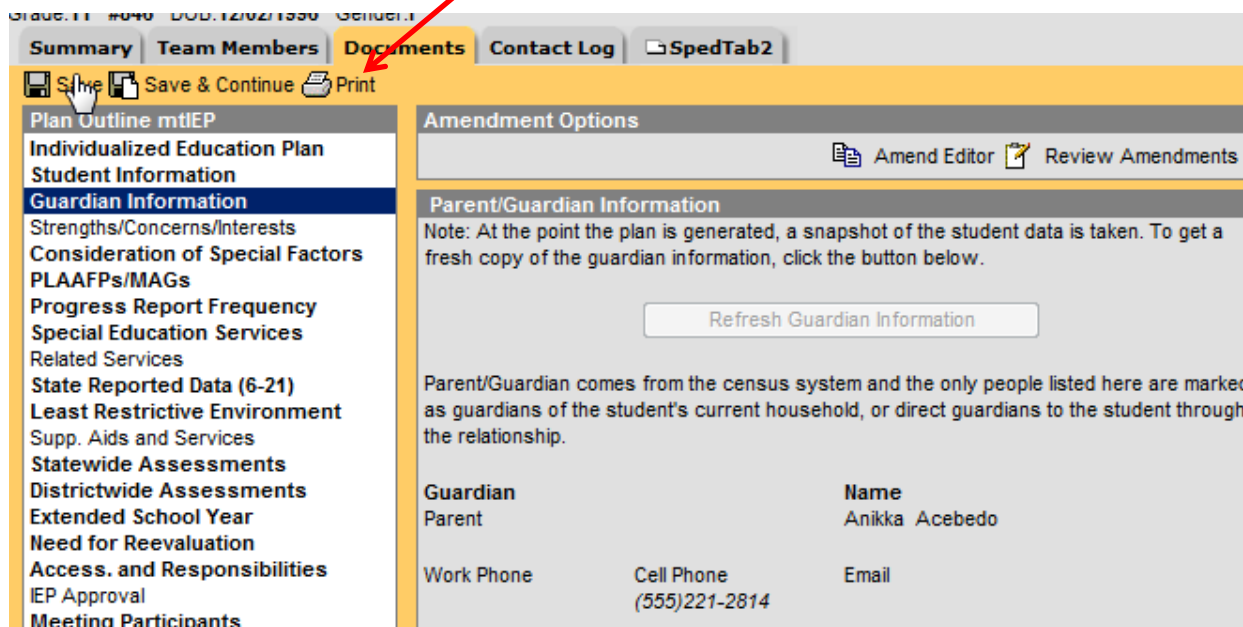
Every editor continues to be editable until the Amendment is locked so you may return to previously accessed editors, such as the Special Education Services editor, and make further changes if necessary.

The screenshot shows the 'Amendment Options' section with a text box for the amendment reason containing 'Increase in reading minutes'. Below this is the 'Special Ed State Reported Data Elements (6-21)' section. It includes a note about data snapshots and two buttons: 'Get Special Ed Status from Enrollment' and 'Get Dominant Disability from Evaluation'. The section displays student data: State ID 846, Primary Disability LD: Learning Disability, and Special Ed Status Y: Yes. A red arrow points to the 'Auto-Calculate Special Ed Setting' button, which is next to the 'Total Instructional Minutes (per week)' field set to 1200. Below this, the 'Calculated Special Ed Setting' is shown as 'Calculated Code: 01' and the 'Special Ed Setting' dropdown is set to '01: Regular Class'.

Please note: If changes are made to service minutes in the Special Education Services editor, you must go to the State Reported Data Editor and click “Amend Editor” and type a brief explanation in the box that opens. Then click “Auto Calculate Special Ed Setting” to ensure the correct Setting of Service. Also note that Total Instructional Minutes is defined by the district.

View a PDF of the Amendment

At any time during the amendment process you may view a PDF version of the amendment by clicking the Print icon.



The screenshot shows a web application interface for Individualized Education Plan (IEP) management. At the top, there are tabs: Summary, Team Members, Documents (highlighted with a red arrow), Contact Log, and SpedTab2. Below the tabs, there are icons for Save, Save & Continue, and Print. The left sidebar contains a list of IEP components: Plan Outline mtIEP, Individualized Education Plan, Student Information, Guardian Information (highlighted), Strengths/Concerns/Interests, Consideration of Special Factors, PLAAFPs/MAGs, Progress Report Frequency, Special Education Services, Related Services, State Reported Data (6-21), Least Restrictive Environment, Supp. Aids and Services, Statewide Assessments, Districtwide Assessments, Extended School Year, Need for Reevaluation, Access. and Responsibilities, IEP Approval, and Meeting Participants. The main content area is titled 'Amendment Options' and includes links for Amend Editor and Review Amendments. Below this, there is a section for Parent/Guardian Information with a note and a Refresh Guardian Information button. At the bottom, there is a table for Guardian information with columns for Guardian, Name, Work Phone, Cell Phone, and Email.

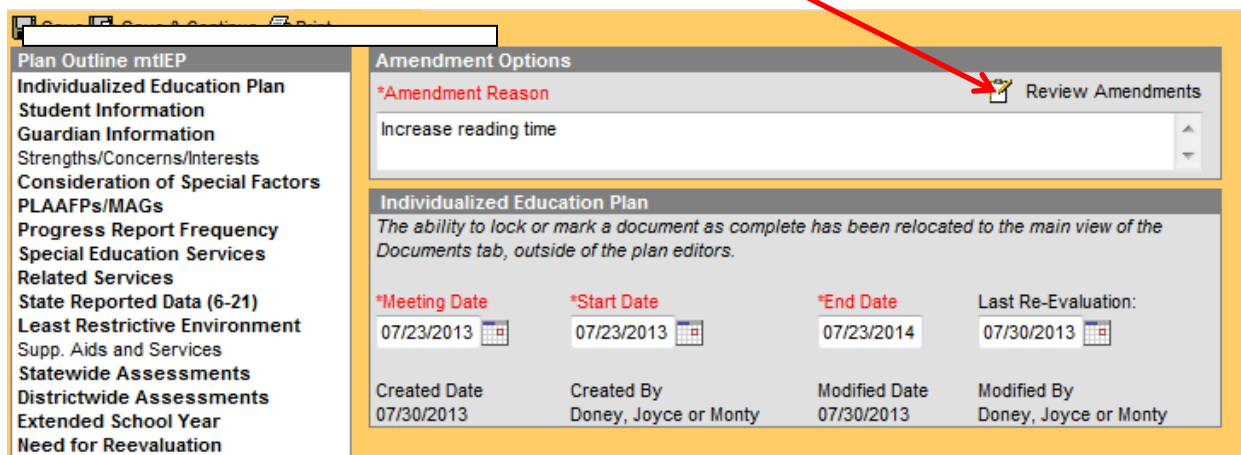
Guardian	Name	Work Phone	Cell Phone	Email
Parent	Anikka Acebedo		(555)221-2814	

A list of the Amended IEP components will appear at the beginning of the PDF version of the IEP, along with the Reason for Amendments. See below.

Office of Public Instruction P.O. Box 202501 Helena, MT 59620-2501		Individualized Education Program			
PLAN AMENDMENTS					
Individualized Education Plan Montana IEP: Individualized Education Plan editor. Edit basic attributes of all education plans. This element should be the first item of any IEP		Reason for Amendment: Increase reading time			
Special Education Services Montana IEP: SPED and Related Services		Reason for Amendment: Increase reading time			
State Reported Data (6-21) Montana IEP (Ages 6-21): Fetch state reported data for display on the IEP, and allow editing the local values on the plan. This Enrollment Status editor will also push special ed status values back to enrollment when plan has been saved and locked.		Reason for Amendment: Increase in reading minutes			
STUDENT INFORMATION					
Student's Name:	Initials:	Birth Date:	Age:	Gender:	Meeting Date:
					Grade:

Completing the Amended IEP

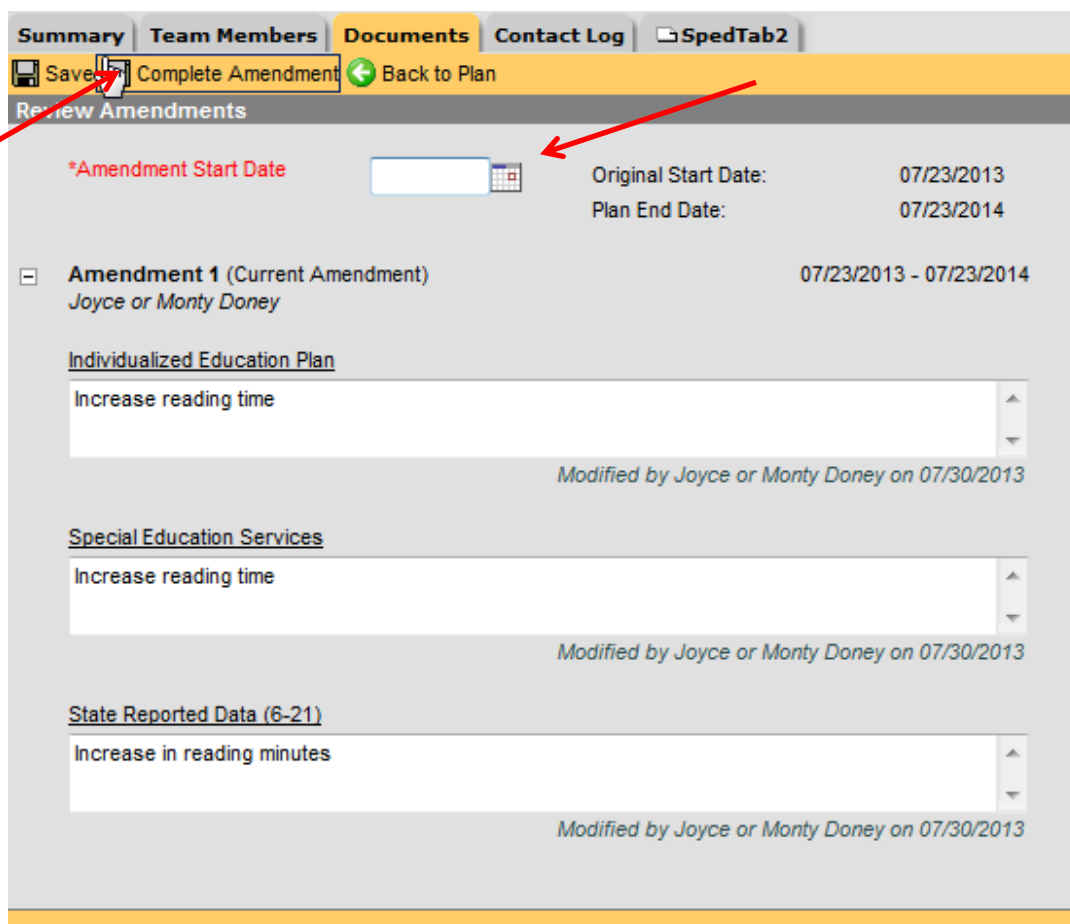
Until the amendment is locked, you have access to all editors and may continue to make changes. When all changes to the IEP amendment have been made, click on Review Amendments.



The screenshot shows the 'Plan Outline mtIEP' window. On the left is a sidebar with a list of categories: Individualized Education Plan, Student Information, Guardian Information, Strengths/Concerns/Interests, Consideration of Special Factors, PLAAFPs/MAGs, Progress Report Frequency, Special Education Services, Related Services, State Reported Data (6-21), Least Restrictive Environment, Supp. Aids and Services, Statewide Assessments, Districtwide Assessments, Extended School Year, and Need for Reevaluation. The main area is titled 'Amendment Options' and contains a text field for '*Amendment Reason' with the value 'Increase reading time'. To the right of this field is a button labeled 'Review Amendments' with a document icon, which is highlighted by a red arrow. Below this is a section titled 'Individualized Education Plan' with a note: 'The ability to lock or mark a document as complete has been relocated to the main view of the Documents tab, outside of the plan editors.' This section contains a table with the following data:

*Meeting Date	*Start Date	*End Date	Last Re-Evaluation:
07/23/2013	07/23/2013	07/23/2014	07/30/2013
Created Date	Created By	Modified Date	Modified By
07/30/2013	Doney, Joyce or Monty	07/30/2013	Doney, Joyce or Monty

The following box opens. At this point you may change the amendment Start Date and/or click "Back to Plan" to review or print the document.



The screenshot shows the 'Review Amendments' window. At the top are tabs: Summary, Team Members, Documents, Contact Log, and SpedTab2. Below the tabs are buttons: Save, Complete Amendment, and Back to Plan. The main area is titled 'Review Amendments' and contains a form for '*Amendment Start Date' with a date picker, highlighted by a red arrow. To the right of the date picker are labels for 'Original Start Date' (07/23/2013) and 'Plan End Date' (07/23/2014). Below this is a section for 'Amendment 1 (Current Amendment)' by 'Joyce or Monty Doney' with the date range '07/23/2013 - 07/23/2014'. The section is titled 'Individualized Education Plan' and contains a text field for 'Increase reading time' with a 'Modified by Joyce or Monty Doney on 07/30/2013' note. Below this is a section for 'Special Education Services' with a text field for 'Increase reading time' and a 'Modified by Joyce or Monty Doney on 07/30/2013' note. At the bottom is a section for 'State Reported Data (6-21)' with a text field for 'Increase in reading minutes' and a 'Modified by Joyce or Monty Doney on 07/30/2013' note.

After parent signatures have been obtained, click “Complete Amendment” (see above). This final step locks the document, at which point no further changes can be made. The Amendment must be locked as soon as the Amended IEP has been signed by the parent.

Please note: The Review Amendments box also serves as an “audit trail,” listing each amendment and the amendment’s author.